

PISCATAWAY COMMUNITY
TELEVISION

POLICIES & PROCEDURES MANUAL

Revised 02/2020

PCTV

Piscataway Community Television, PCTV, is a regional non-profit cable television production facility providing program distribution to community organizations, residents, schools, and municipalities. The PCTV facilities and channel are available for community use to facilitate the development of non-commercial programs which focus on local and regional issues and concerns.

These rules and procedures have been developed to ensure that:

1. Each individual in the regional area covered by PCTV who are interested in community access programming will have the opportunity to access equipment and facilities.
2. Each community access user fully understands the procedures, responsibilities, and priorities involved in cable-casting a community access program via PCTV.

COMMUNITY ACCESS STUDIO USAGE

The community access studio and equipment is available to produce both recorded programs as well as live productions. In order to maximize the use of the studio time a production outline (“Studio Program Proposal”) identifying the requirements of the planned production is required prior to use of the facilities. The PCTV staff is available to assist in this process.

The following rules apply to using the community access studio and equipment.

1. The access studio contains sophisticated television production equipment which requires professional operation. For this reason, each production must be supervised and operated by PCTV staff members and their designees.
2. Studio and equipment is reserved on a first-come, first-served basis upon PCTV receiving a written outline and request.
3. A user may reserve the facility in advance for up to a 3 hour block on any given day with the exception of during scheduled camps, workshops, or holidays. The 3 hour block includes setting up, the production (live or taped), and breakdown.
4. PCTV is to be informed about cancelations at least two working days in advance except for extenuating situations. A cancelation fee and possible forfeiture as an access user may apply.

COMMUNITY ACCESS MOBILE PRODUCTION TRUCK

PCTV provides the scheduled use of a mobile production truck. This vehicle is intended to serve as an alternative to studio shoots by providing more flexibility and allowing to record full, multi-camera productions outside of the confines of the studio.

The production truck contains sophisticated television production equipment which requires professional operation. For this reason, the vehicle must be supervised and operated by PCTV staff members on every shoot.

A request for use of the production truck must be accompanied by a written Location Program Proposal. The station manager will approve each request prior to scheduling the use of the truck.

The following rules apply to the mobile truck usage:

1. The truck is reserved on a first-come, first-serve basis upon receipt of a written proposal identifying the requirements of the planned production is required prior to use of the production truck.
2. The truck must be scheduled at least 30, but not more than 60, calendar days in advance.
3. The truck may be requested for any day Monday through Friday and under special circumstances for Saturday, Sunday, and holidays.
4. The truck may be scheduled for up to a six hour period depending on the production requirements.
5. All charges incurred for the use of the production truck must be paid 48 hours in advance of services unless other arrangements have been approved by the Station Manager.

PROGRAM CONTENT

Although it is not the intention of PCTV to question community programming quality, certain legal and local consideration have been incorporated into the policies regarding program content.

The following rules govern the program content of all community access programming.

1. PCTV has designed its policies and facilities so as to encourage the highest quality and creative community programming, as judged by an average person, applying contemporary community standards, would find the work, taken as a whole, meets current broadcast standards.
2. Programs to be cablecast must meet certain minimum technical standards in the opinion of the PCTV staff. Programs having poor audio and video signal quality may be withheld from cablecast at the staff's discretion.
3. To insure proper time to review and schedule a submitted program, all programs must be submitted a minimum of 7 days prior to scheduled date/time.

Programming must not contain the following:

1. Profanity, which when considered by an average community viewer, would be offensive to the general viewing public. This shall include, specifically, a prohibition on the cablecast of those words the FCC prohibits from being broadcast on over-the-air-networks.
2. The direct or indirect presentation of lottery information of any kind.
3. Advertising material designed to promote the sale of commercial products or services. This includes advertisement by or behalf of officially announced candidates for public office.
4. The direct solicitation of funds for any and all purposes with the exception of raising for the general fund of PCTV and any 501c3 organization.
5. Material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state, or federal law.
6. Programs promoting any single religious belief.
7. A candidate for public office appearing on any live or recorded program, public service announcement, or promo 45 days before any election for whom viewers of PCTV are eligible to vote.

Materials, including but not limited to, requiring appropriate rights from broadcast stations, networks, sponsors, music licensing organizations, performers, representatives, copyright holder and any other person as may be necessary for cablecast must present written authorization to PCTV prior to cablecast.

COMMERCIAL ADVERTISING

BE IT RESOLVED THAT WHEREAS, it has been the clearly stated policy of PCTV in its statement of policies and procedures to prohibit any program provider from advertising by the use of commercials as that term is traditionally used in media advertising; and

WHAEREAS, it has been the policy to permit programs to be sponsored and to have sponsorship acknowledged at the beginning and ending of the program itself which continues to be an appropriate and acceptable practice;

NOW, THEREFORE, BE IT RESOLVED that in the event any program provider shall engage in commercial advertising it shall be put on notice to cease and desist under penalty of cancellation and possible forfeiture of community access privileges.

BE IT FURTHER RESOLVED that the station manager reserves the right to review any program and specifically references to “sponsorship” to determine if same falls within the definition of sponsorship or commercial advertising, and his/her determination shall be final.

BE IT FINALLY RESOLVED that for purposes of this amendment “sponsorship” which is acceptable means the dignified, written or oral statement at the beginning and /or conclusion of a program which acknowledges that funding or financing, in whole or in part, has been paid for by these individuals or companies whose names have been listed, or whom the announcer mentions, same to be done without any encouragement to patronize them.

CABLECAST SCHEDULING PROCEDURES

Live and recorded programs will be cablecast via the PCTV facilities. The Station Manager will develop scheduling that is advantageous to both the producers and the viewing audience.

Programs will be scheduled for 30 or 60 minute slots. Therefore, the actual program length should be no longer than 28:30 and 58.30 respectively.

Allocation of cablecast time will be designated on a first-come, first-serve basis contingent on consistency of new programs by the Station Manager. When possible, PCTV will make every attempt to accommodate requests for dates and/or times but final scheduling decisions will rest with the PCTV staff.

A producer may be required to relinquish a regular time slot if their programs are not provided as scheduled and/or consistently.

A live cablecast violating the program content rules will be terminated immediately and the producer may forfeit their community access privileges.

Persons violating program content rules defined herein may result in forfeiture of community access privileges and/or expulsion.

All necessary forms including but not limited to the Producer Agreement and Indemnification and/or the Program Proposal must be received by PCTV before a producer’s program will be scheduled for cablecast.

All programs must meet the technical broadcast standards necessary for transmission into the cable system.

All programs must be submitted as an mp4 file format with a resolution of 1920 X 1080 and the audio set to 48 kHz. Other file formats may be converted for a fee.

The community access staff is available to assist producers in meeting these standards. Any program not meeting these requirements will be rejected.

FEES

Fees for herein have been designed to help cover the cost of operations and equipment maintenance while affording producers a low cost means of television access.

COMMUNITY BULLETIN BOARD

All organizations, institutions, or entities are invited to submit information to appear on the PCTV televised community bulletin board. Information submitted must adhere to the program content policies found previously in this document.

Material can be emailed to: PCTV15@optonline.net.

Community Bulletin Board messages can not be used to promote religious services.

Community Bulletin Board messages can not be used for the advertisement of political campaigns.

Community Bulletin Board messages can not be used for commercial advertisement.

Community Bulletin Board messages can only be for non-profit events.

The Station Manager reserves the right to edit and/or re-format submitted material to fit in the current space and line allotment.

PCTV NAME AND/OR LOGO

BE IT RESOLVED THAT HENCEFORTH, no one, whether a volunteer, program producer, director, or performer shall use or display the PCTV logo or name without the express written approval from the Station Manager; and that notice of this statement of policy shall be incorporated into the application form which shall be used to obtain program approval so as to give reasonable notice to any applicant.

Any violation of this regulation shall be grounds for cancellation, and that said consequence shall also be incorporated into said notice.

REFUSAL OF SERVICES

The PCTV staff may refuse the use of its facilities and services to individuals who interfere with the orderly conduct of community access programming as outlined in this document. Anyone who appears to be under the influence of alcohol or drugs will be refused service. Failure to abide by the rules and procedures herein stated will cause a violator to be placed on probation or forfeiture of community access privileges.

CANCELLATION DUE TO MISREPRESENTATION

BE IT RESOLVED THAT WHEREAS PCTV, as part of its policies and procedures, has always viewed as essential to acceptance of any program for on-air presentation an accurate and truthful statement of the proposed program's format and content; and

WHEREAS, a recent re-examination of policies and procedures has resulted in a desire to articulate the consequences of misrepresentation, whether deliberate or inadvertent, of any incorrect, untruthful, or materially inaccurate information presented in an application or proposal;

NOW, THEREFORE, RESOLVED that it shall be the policy of PCTV to review for incorrect, misrepresentation, and material inaccuracy any application or program proposal and to compare what is proposed therein with the actual program content.

If it is found that the program content is materially inaccurate or incorrect, PCTV shall, after giving the applicant or producer reasonable notice to amend the application or proposal, or changes its program content so as to make it consistent with its application or proposal, have the right to cancel if said content is not corrected.

CANDIDATES FOR ELECTED OFFICE ON PCTV

A candidate for public office may NOT appear on any live or recorded program, public service announcement, or promo produced and/or cablecast by Piscataway Community Television within 45 days of any election.

This policy applies to candidates running for any national, state, county, or local office for whom viewers of PCTV are eligible to vote.

Candidate appearances on a bona fide newscast, bona fide news interview, bona fide news documentary, or on-the-spot coverage of a bona fide news event are exempt from this rule.

FOR REFERENCE ONLY

*** ELECTION LAW ENFORCEMENT COMMISSION ***

19:25-10.10 Political communication contributions

(a) The term "political communication" means any written or electronic statement, pamphlet, advertisement or other printed or broadcast matter or statement, communication, or advertisement delivered or accessed by electronic means, including, but not limited to, the Internet, containing an explicit appeal for the election or defeat of a candidate which is circulated or broadcast to an audience substantially comprised of persons eligible to vote for the candidate on whose behalf the appeal is directed. Words such as "Vote for (name of candidate)," "Vote against (name of opposing candidate)," "Elect (name of candidate)," "Support (name of candidate)," "Defeat (name of opposing candidate)," "Reject (name of opposing candidate)," and other similar explicit political directives constitute examples of appeals for the election or defeat of a candidate.

(b) A written statement, pamphlet, advertisement, or other printed or broadcast matter or statement, communication, or advertisement delivered or accessed by electronic means, including, but not limited to, the Internet, that does not contain an explicit appeal pursuant to (a) above for the nomination for election or for the election or defeat of a candidate shall be deemed to be a political communication if it meets the following conditions:

1. The communication is circulated or broadcast within 90 days of the date of any election in which the candidate on whose behalf the communication is made is seeking nomination for election or elected office; except that in the case of a candidate for nomination for the office of Governor in a primary election, the period of time that a communication shall be deemed political shall be on or after January 1st in a year in which a primary election for Governor is being conducted, in the case of a candidate for election to the office of Governor in a general election, the period of time that a communication shall be deemed political shall begin on the day following the date of the gubernatorial primary election, and in the case of a candidate for election to the office of Lieutenant Governor in a general election, the period of time that a communication shall be deemed political shall begin on the day following certification pursuant to N.J.A.C. 19:25-15.4A; Updated February 20, 2018 Page 67

2. The communication is circulated or broadcast to an audience substantially comprised of persons eligible to vote for the candidate on whose behalf the communication was made;

3. The communication contains a statement or reference concerning the governmental or political objectives or achievements of the candidate; and

4. The production, circulation or broadcast of the communication, or any cost associated with the production, circulation or broadcast of the communication, has been made in whole or in part with the cooperation of, prior consent of, in consultation with, or at the request or suggestion of the candidate.

(c) Nothing contained in (b) above shall be construed to require reporting of a communication by an incumbent officeholder seeking reelection if the communication is in writing and is made to a constituent in direct response to a prior communication received from that constituent, if it is circulated or broadcast for the sole and limited purpose of communicating governmental events requiring constituents to make applications or take other actions before the date of the upcoming election, or if it is circulated or broadcast to constituents for the sole and limited purpose of communicating facts relevant to a bona fide public emergency.

(d) Nothing contained in (b) above shall be construed to require reporting of a communication by a candidate seeking nomination for election in a primary election if that candidate is not opposed by another candidate seeking nomination for election in that primary election. For the purposes of this section, the term “opposed” shall mean that no opposing candidate has filed a petition for nomination for election in that primary election.

TRAINING PROGRAM

PCTV may conduct TV Camps and/or workshops to make users aware of the production and editing capability of the community access facilities. These camps and workshops are designed to train and certify users to operate production equipment. The fees for these classes will be determined at the time of registration. In order to be certified, a user is required to show competency with the PCTV rules, equipment operation and procedures, as well as proper safety techniques.

These camps and workshops will be open to the public on a first-come, first-served registration basis. The amount of participants for the various camps and workshops will be determined based on safety precautions and available space.

Equipment may not be operated by any user without the appropriate certifications. There will be no refunds for registration fees with less than five working days notice from the start of camp or workshop.